

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

The mission of the Office of Advisory Neighborhood Commissions is to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions. Subject to appropriations beginning in Fiscal Year 2001, the OANC shall be funded by an annual budget allocation. The OANC is intended to support the efforts of Advisory Neighborhood Commissions, review Commission quarterly financial reports, and approve or disapprove the release of Commission quarterly allotments pursuant to [§ 1-309.13](#).

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

The OANC currently has five (5) FTEs and one (1) part-time employee along with four (4) vacancies. The vacancies support OANC's critical need to expand service to ANCs in the areas of legal advice, FOIA support, training & continuing learning, and land use issues. The most significant barrier to filling the open FTEs is office space. To help solve this issue, OANC has initiated the process of reconfiguring the space it has, which can accommodate two of the four FTEs with a better layout. To that end, OANC is developing PDs for the vacancies with the intent of hiring two of the vacancies as soon as the office space can accommodate them. In the coming year, we will continue to press for additional space to accommodate the remaining open FTEs.

Reconfiguring the OANC's current space, however, does not solve all of our space needs to fully fill our open positions. Additional space is needed in the Wilson building or an alternative government building accessible to Advisory Neighborhood Commissioners.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 22 and FY 23, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

In the past, the OANC has had a requirement to report its spending plans and experience with the Department of Small, Local and Business Development (DSLBD). See the list below.

REPORT	REQUESTED	SUBMITTED
List of Active Contracts	10/18/21	10/18/21
Agency Sign-Off	10/19/21	10/21/21
Notice of Agency Licenses	11/15/21	11/15/21
FY 21 Special Exemptions	5/4/22	5/9/22
Final FY 23 Compliance	8/9/22	9/30/22
OAPT Procurement Plan	10/7/22	10/25/22
FY 23 Annual Allocations	10/27/22	10/28/22
Contracts Template	12/6/22	12/14/22
DES License Purchasing	12/7/22	12/23/22
MOU for Licenses	1/23/23	1/24/23

4. Please list and describe any regulations promulgated by the agency in FY 22 or FY 23, to date, and the status of each.

We received legal advice that the OANC cannot promulgate regulations. However, in lieu thereof, we have initiated a newsletter and adopted a Playbook in addition to our traditional Handbook; and begun sharing technical guidance through our *Quick Tips* series. We intend to expand our deliverables regarding procedures and technical guidance in FY 23 and FY 24 (see attached for copies of the Playbook, newsletter, and Quick Tips).

5. Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 22 and FY 23, to date.

OANC support for Commissions has been significantly impacted by legislation centered around emergency legislation. Most notably, the legislation permitting ANCs to meet virtually has led to the OANC providing more technical support and guidance regarding virtual meeting best practices and etiquette as well as how to conduct virtual meetings in compliance with open meetings requirements and Robert's Rules of Order. It has also impacted the OANC when we conduct special elections for vacant ANC seats, as the requirement states that the elections need to be held in person with voting open for four (4) hours, as well as occur during an official monthly or special public meeting of the ANC.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 23.

The OANCs top five priorities in the coming year are:

- Completion of a strategic plan for the Office, including further engagement with Commissioners on its contents. We expect this to begin in earnest in March 2023.
- Hiring our vacant FTEs, and especially our General Counsel, to expand FOIA and land use expertise: To move forward on this priority, OANC is working with the Secretary of the Council to reconfigure its space to accommodate additional workstations. We have also developed the PD for the General Council and are drafting PDs for the other positions.
- Purchasing hybrid meeting technology, developing policies and training for its distribution and use by Commissions, and communicating the availability of this resource to Commissions as soon as practicable. We have just received the green light from OFRM to input the request for purchasing hybrid kits into the PASS system.
- Updating and replacing the OANC Website as well as conducting proactive and targeted outreach to Commissions that still do not have Commission Websites to keep their constituents informed and engaged. OANC has initiated the conversation with OCTO to work through both an update of the OANC Website as well as explore opportunities to create a Webpage hierarchy that could host ANC specific Websites. We understand that a similar structure is being implemented for DCPS that OANC could use as a model. Ideally this process will result in standardization – as much as possible – of information, its location, and basic navigation across pages while allowing for ANC specific branding.

- Launching the web based Quarterly Financial Report Software. The OANC procured the services of DeGray and Associates, the original developer of the Quarterly Reporting Assistant, used by the Office of the District Auditor to produce Quarterly Financial Reports. The site is 90% through the design phase. Ideally, testing will begin in February. The OANC will use a select group of ANC treasurer’s and staff to test the software. The system is scheduled for launch in March 2023.

In addition to the five priorities listed above, we have also identified the following priority:

- Working with the Council on amending Omnibus OANC legislation to improve service and support for OANC and ANCs: OANC has identified several statutes that could, with minor modifications, better serve ANCs and/or provide the support OANC needs to operate efficiently. We have initiated the conversation with the Committee on Housing and look forward to working with the Council in the coming year to improve services throughout. Necessary legislative updates range from large issues such as permanent legislation to allow ANCs for operate virtually or with hybrid technology to smaller updates issues like providing clearer language on the use requirements for use of official email.

7. What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

Currently the OANC uses simplified methods to evaluate its operations. We track inquiries in the OANC Helpdesk as well as track attendees at trainings and monitor views on our on-demand videos.

Furthermore, one (1) FTE is charged with tracking and responding to “ATD” calls, in addition to other duties. Within the specific period of time, there have been at least 750 calls to the OANC.

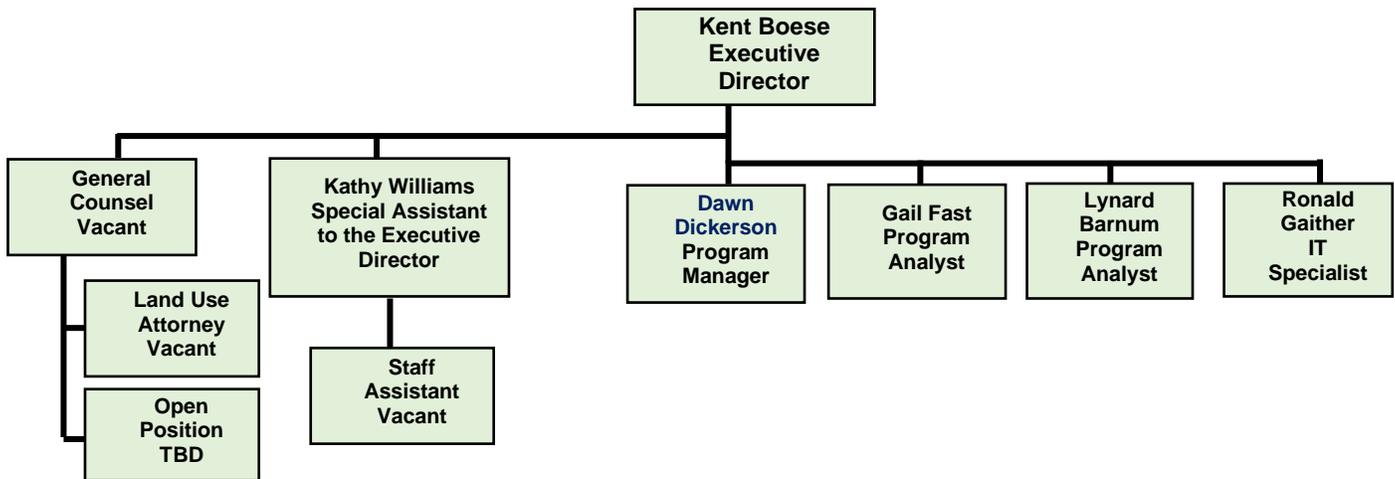
We also plan to leverage metrics inherent in new technologies and products as they are introduced. We recognize that OANCs methods for collecting metrics to date are basic. Identifying and implementing more robust and systemic methods and technologies to track service will be addressed as part of our strategic plan process.

8. Please describe any new initiatives or programs that the agency implemented in FY 22 and FY 23, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

The OANC added Conflict Resolution training to its calendar to provide the tools (nonviolent communication techniques, empathetic listening, and strategies for negotiating under the influence of power) to assist ANCs when dealing with conflict. The OANC contracted with LeeAnn King, who specializes in cultivating leadership, building & restoring networks, empowering change makers & cultivating strong organizations. The two-hour training cost was \$2,200.00.

The OANC also added Zoning 101, Transforming Aspirations to Reality which was presented by the Office of the Attorney General (OAG) Land Use Section. This training was created in response to ANC requests for assistance with navigating zoning issues and what tools/resources are available to help them better advocate for community benefits and goals. The training was so well-received it is being offered again in our Winter Training Schedule. The 90-minute training costs was (and is) free.

9. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.



Information collected on 1/25/23.

10. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.

The organizational chart includes the addition of five new, funded positions. The position of IT Specialist, filled by Ronald Gaither in August 2022, and four vacant positions. The vacant positions are for a General Counsel, a land use attorney, a staff assistant, and an open position presumed to support the land use attorney. Efforts are underway to make space to move forward with filling the vacant positions.

11. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please indicate if any position must be filled to comply with federal or local law.

Below is the Schedule A. The four vacant, new positions within the OANC technically will not exist until they are filled, at which time the positions will be created in the system and represented on the Schedule A.

Report Ag: DX		Schedule A as of January 25, 2023													
Appr Year: 23															
Fund	Program	CostCenter	Position Number	Title	Name	Emplid	Hire Date	Grade	Step	Vacant Status	Reg/Temp/Term	Sum of FTE x Dist %	Sum of Salary	Fringe Benefit	Total Salary
1010001 - Local	100028	50298	00008695	Special Assistant	Williams,Kathy Suejette	00016459	9/13/2010	13	7	F	Reg	1.0	110,967.00	21,305.66	132,272.66
1010001 - Local	100028	50298	00013598	Executive Director	Boese,Kent	00126461	11/7/2022	8	0	F	Reg	1.0	150,000.00	28,800.00	178,800.00
1010001 - Local	100028	50298	00028543	Program Analyst	Barnum,Lynard J	00005968	11/13/2012	11	10	F	Reg	0.5	42,083.50	8,080.03	50,163.53
1010001 - Local	100028	50298	00044226	Program Analyst	Dickerson,Dawn D.	00038084	10/30/2017	13	5	F	Reg	1.0	105,001.00	20,160.19	125,161.19
1010001 - Local	100028	50298	00094177	Information Technology Special	Gaither,Ronald	00123871	8/8/2022	12	1	F	Reg	1.0	80,784.00	15,510.53	96,294.53
1010001 - Local	100028	50298	00101911	Program Analyst	Fast,Gail	00114417	8/3/2020	12	5	F	Reg	1.0	90,805.00	17,434.56	108,239.56
1010001 Total												5.5	579,640.50	111,290.98	690,931.48
Grand Total												5.5	579,640.50	111,290.98	690,931.48

12. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

No employees were detailed to or from the OANC during the past year.

13. Please provide:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 22 and FY 23, to date;

The following OANC employees received or retained cellphones at agency expense in FY 22 and FY 23:

- Kent Boese
- Kathy Williams
- Lynard Barnum
- Dawn Dickerson
- Gail Fast
- Ronald Gaither
- Schannette Grant (returned)

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 22 and FY 23, to date;

The OANC does not own or lease government vehicles.

c. A list of travel expenses, arranged by employee for FY 22 and FY 23, to date, including justification for travel;

No travel expenses were incurred by any staff of the OANC during FY 22 and FY 23.

d. A list of total workers' compensation payments paid in FY 22 and FY 23, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

No OANC employees received workers' compensation payments in FY 22 and FY 23.

14. For FY 22 and FY 23, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

For FY 22 there was no equipment cost. Per the chart below, the total FY one time charge and FY total for service plans was \$4,511.97.

											Totals	
											\$ 3,235.96	\$ 1,276.01
Agency Code	Fiscal Year	First Name	Last Name	Email	Vendor	Phone#	Service Type	Device Type	Office	FY Total	FY One Time Charge	
DX	2022	GAIL	FAST	Gail.Fast@dc.gov	AT&T	2027183128	Cellular	IPHONE 12 - 128GB, iPhone 12 (128		\$ 762.20	\$ 201.36	
DX	2022	SCHANNETTE	GRANT	schannette.grant@dc.gov	AT&T	2027184567	Cellular	iPhone 12 (128 GB White),		\$ 762.20	\$ 201.34	
DX	2022	DAWN	DICKERSON	dawn.dickerson@dc.gov	AT&T	2027184608	Cellular	IPHONE 12 - 128GB, iPhone 12 (128		\$ 762.20	\$ 201.36	
DX	2022	LYNARD	BARNUM	lynard.barnum@dc.gov	AT&T	2027184657	Cellular	IPHONE 12 - 128GB, iPhone 12 (128		\$ 762.20	\$ 201.36	
DX	2022	KATHY	WILLIAMS	Kathy.Williams@dc.gov	AT&T	2027184780	Cellular	IPHONE 12 - 128GB, iPhone 12 (128		\$ 762.20	\$ 201.36	
DX	2022	Payments	Account Level	Payment Not Included in Individua	Agency Level	Account Level				\$ (912.15)	\$ -	
DX	2022	KENT.BOESE	ANC	Kent.Boese1@anc.dc.gov	AT&T	2022304405	Cellular	iPhone 13 128GB		\$ 337.11	\$ 269.23	

15. Please separately list each employee whose salary was \$100,000 or more in FY 22 and FY 23, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Below are the employees whose salary was over \$100,000 in FY 22 and FY 23, listed separately. No employee received any overtime or bonus pay in FY 22 or FY 23. Gottlieb Simon received separation pay as indicated below in question 17.

FY 2022 List of Employee Salary 100,000 or more															
Fund	Prgm	Activity	Posn Nbr	Title	Name	Emplid	Hire Date	Grad	Step	Vac	Reg/Te	Sum of	Sum of	Fringe Benefit	Total Salary
0100	1085	0100	00008695	Special Assistant	Williams,Kathy Suejette	00016459	9/13/2010	13	7	F	Reg	1.0	108,260.00	20,785.92	129,045.92
0100	1085	0100	00013598	Executive Director	Simon,Gottlieb C	00013713	6/18/2001	13	10	F	Reg	1.0	115,262.00	22,130.30	137,392.30
0100	1085	0100	00013598	Executive Director	Grant,Schannette	00010956	10/6/2021	8	0	F	Reg	1.0	116,990.93	22,462.26	139,453.19
0100												3.0	340,512.93	65,378.48	405,891.41
Grand Total												3.0	340,512.93	65,378.48	405,891.41

FY 2023 List of Employee Salary 100,000 or more															
Fund	Program	CostCenter	Position Number	Title	Name	Emplid	Hire Date	Grade	Step	Vacant Status	Reg/Temp/Term	Sum of FTE x Dist %	Sum of Salary	Fringe Benefit	Total Salary
1010001	100028	50298	00008695	Special Assistant	Williams,Kathy Suejette	00016459	9/13/2010	13	7	F	Reg	1.0	110,967.00	21,305.66	132,272.66
1010001	100028	50298	00013598	Executive Director	Boese,Kent	00126461	11/7/2022	8	0	F	Reg	1.0	150,000.00	28,800.00	178,800.00
1010001	100028	50298	00044226	Program Analyst	Dickerson,Dawn D.	00038084	10/30/2017	13	5	F	Reg	1.0	105,001.00	20,160.19	125,161.19
1010001 Total												5.5	365,968.00	70,265.86	436,233.86
Grand Total												5.5	365,968.00	70,265.86	436,233.86

16. Please list in descending order the top 25 overtime earners in your agency in FY 22 and FY 23, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.

No OANC employee earned overtime in FY 22 and FY 23.

17. For FY 22 and FY 23, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

In FY 22, there was only the early out incentive pay for former Executive Director Gottlieb Simon that was authorized upon his early departure. There have been no bonuses, special pay granted, or separation pay issued in FY 23.

FY2022 Early Out Incentive Pay					
AGY	DX0				
AY	22				
PP	26				
PAY DT	12/28/2021				
				Early Out Incentive Pay	Amount
FUND	NAME	EMPLID	POSITION		
0100	Simon,Gottlieb C	13713	13598	25,000.00	25,000.00
0100				25,000.00	25,000.00
Grand Total				25,000.00	25,000.00

18. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

The OANC has not participated in or provided any collective bargaining agreements.

19. For FY 22 and FY 23, to date, please list all intra-District transfers to or from the agency.

In the below, the FY Inter-Agency MOU with the Office of Disability Rights was signed on 1/25/2023.

FY22 Intra-District transfers				
Fiscal Year	Buyer Agency	Seller Agency	Amount	Description
22	Office of Advisory Neighborhood Commissions(DX0)	D.C. Department of Human Resources(BE0)	\$ 9,055.00	DCHR to provide HR services
22	Office of Advisory Neighborhood Commissions(DX0)	Office of Disability Rights(JR0)	\$11,825.39	Sign Language Interpretation (SLI) Services
FY23, no Inter-Agency MOU is signed as of today, however in upcoming fiscal months following MOU's will be executed.				
23	Office of Advisory Neighborhood Commissions(DX0)	Office of Disability Rights(JR0)	\$25,729.44	Sign Language Interpretation (SLI) Services

20. For FY 22 and FY 23, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

The Office of Advisory Neighborhood Commissions (OANC) does not have any special purpose revenue Fund.

- a. The revenue source name and code;*
- b. The source of funding;*
- c. A description of the program that generates the funds;*
- d. The amount of funds generated by each source or program;*
- e. Expenditures of funds, including the purpose of each expenditure; and*
- f. The current fund balance.*

21. For FY 22 and FY 23, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

The OANC has one purchase card, with Lynard Barnum being the card holder. Following is the list of expenses from FY 22 and FY 23.

	A	B	C	D
1	OANC Purchases	FY 2021 – Jan 25, 2023	Card Holder: Lynard Barnum, Program Analyst	Approving Official: Schannette Grant, Interim Director
2				
3	Transaction	Vendor	Amount	Purpose
4	Date			
5				
6	10/1/2021	Barden Consulting (Jamie Barden)	\$1,250.00	Implicit Bias Training
7	10/8/2021	Paradigm (Terrance Winston)	\$2,500.00	Implicit Bias Training
8	11/1/2021	AVG Technologies	\$42.39	Software - Office Support
9	11/17/2021	Petworth Hardware	\$9.71	Keys for Office
10	11/23/2021	Web2Print USA	\$500.00	Printing Jail Survey for ANC 7F
11	11/29/2021	Adobe AcroPro Trial	\$15.89	Software - Office Support
12	2/7/2022	Computer Intelligence (Acrobat Pro)	\$545.70	Software - Office Support
13	3/3/2022	Terie King, Accountant	\$2,062.50	ANC past due tax submissions
14	3/5/2022	Terie King, Accountant	\$1,837.50	ANC past due tax submissions
15	3/5/2022	Terie King, Accountant	\$187.50	ANC past due tax submissions
16	3/8/2022	Standard Office Supplies	\$520.16	Office Supplies
17	3/17/2022	Standard Office Supplies	\$210.72	Office Supplies
18	4/28/2022	CDW Government Sales	\$4,380.92	Printer
19	8/3/2022	TechSmith	\$47.49	Software Renewal
20	8/9/2022	TechSmith	-\$47.49	Credit for unauthorized renewal
21	9/7/2022	Barden Consulting (Jamie Barden)	\$1,625.00	Implicit Bias Training
22	9/14/2022	CDW Government Sales	\$4.23	Software
23	9/16/2022	Gains Electrical Construction	\$1,985.00	Electrical Services
24	9/23/2022	Priority 1 Shredding	\$150.00	Shredding Services
25	9/26/2022	Paradigm (Terrance Winston)	\$1,625.00	Implicit Bias Training
26	9/29/2022	Mary LeeAnn King	\$2,200.00	Conflict Resolution Training
27	10/20/2022	Paradigm (Terrance Winston)	\$1,625.00	Implicit Bias Training
28	11/30/2022	CDW Government Sales	\$274.67	Software-Office Support
29	12/20/2022	Office Depot	\$62.61	Office Supplies
30	12/31/2022	Office Depot	\$235.81	Office Supplies
31				
32	Source: Monthly Memo Statements of Purchasing Activity from J.P. Morgan Chase Bank (PCard Provider)			

22. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 22 and FY 23, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

The OANC entered into MOUs with the following three (3) agencies for the designated periods (Copies appended at end of report):

- Office of Disability Rights, entered on June 8, 2022 for period October 1, 2022, through September 30, 2022;
- Office of Deaf, Deafblind and Hard of Hearing, entered on January 25, 2023, for period October 1, 2022, through September 30, 2023;

- DC Department of Small and Local Business Development, entered on January 26, 2023, and to be terminated on July 9, 2023.

23. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.

The OANC currently has no capital projects.

24. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 22 and FY 23, to date. Please detail any over- or under-spending and any federal funds that lapsed.

In the table below, the \$29,837.20 variance in Communications is due to unused communication access services fund; IT Software maintenance and unused budget related to IT project aimed to assist with constituent outreach. The lapsing portion of this balance is carried forward to FY23.

The \$182,159.96 variance in ANCS is due to unused allotments. This balance is carried forward in FY23.

Activity	Activity Title	FY 2022 Approved Budget	FY 2022 Revised Budget	FY 2022 Expenditures	FY22 Variance
1085	CUSTOMER SERVICES	574,366.95	660,366.95	660,802.01	(435.06)
		574,366.95	660,366.95	660,802.01	(435.06)
1080	COMMUNICATIONS	51,670.80	51,670.80	21,833.60	29,837.20
1085	CUSTOMER SERVICES	485,897.25	424,407.25	42,932.40	381,474.85
200	ANCS	799,688.00	799,688.00	617,528.04	182,159.96
		1,337,256.05	1,275,766.05	682,294.04	593,472.01
		1,911,623.00	1,936,133.00	1,343,096.05	593,036.95
1080	COMMUNICATIONS	-	-	-	-
1085	CUSTOMER SERVICES	-	-	-	-
200	ANCS	-	-	-	-
		-	-	-	-
		-	-	-	-
		1,911,623.00	1,936,133.00	1,343,096.05	593,036.95
		1,911,623.00	1,936,133.00	1,343,096.05	593,036.95

25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 23 or FY 24. For each, include a description of the need and the amount of funding requested.

OANC has not yet submitted any budget enhancement requests, but we will need to request or possibly reprogram funds for renovating and reconfiguring our current office space to accommodate at least two workstations for new FTEs – which is a short-term solution to our space problem. This project will require capital improvement dollars.

26. Please list, in chronological order, each reprogramming that impacted the agency in FY 22 and FY 23, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Office of Advisory Neighborhood Commission (DX0)				
FY 22 Reprogrammings				
To Agency	From Agency	Amount	Date Complete	Rationale
Office of Advisory Neighborhood Commission (DX0)	Office of Advisory Neighborhood Commission (DX0)	78,000.00	1/31/22	Reprogramming of Local Fund within the Office of Advisory Neighborhood Commissions (OANC) from Non-Personnel Services (CSG 0040) to Non-Personnel Services (CSG 0070) to purchase IT software needed for Communications Cloud Solution and Engagement Software and, support services to the OANC.
Office of Advisory Neighborhood Commission (DX0)	Office of Advisory Neighborhood Commission (DX0)	60,000.00	9/29/22	Reprogramming of Local Fund within the Office of Advisory Neighborhood Commissions (OANC) form Non-Personnel Services (CSG 0040) to Personnel Services (CSG 0011) to cover the cost of Personnel Services charges. OANC made administrative and annual leave payments for the staff that left the agency and made salary adjustment for existing employees. These transactions led to overspending of the personnel services budget and a reprogramming is needed to balance the personnel services budget.
Office of Advisory Neighborhood Commission (DX0)				
FY 23 Reprogramming				
To Agency	From Agency	Amount	Date Complete	Rationale
Office of Advisory Neighborhood Commission (DX0)	Office of Advisory Neighborhood Commission (DX0)	173,000.00	11/17/22	Reprogramming of Local Fund within the Office of Advisory Neighborhood Commissions (OANC) from Non-Personal Services (Account #7131009 - Prof Services Fees & Contr) to Non Personnel Services (Account# 7171008 - IT Hardware Acquisitions and Account# 7171009 - IT Software Acquisitions) to cover the cost of IT software and hardware acquisitions which is needed for communication software for 296 Commissioners, engagement software for 15 ANCs, QFR software upgrade and website redesign. The fund is also used to purchase Copier and Printer for ANC Commissioners use.

27. Please list each grant or sub-grant received by the agency in FY 22 and FY 23, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

The OANC has not received any grants in this fiscal year.

28. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

No OANC positions are dependent on granting funding.

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 22 and FY 23, to date. For each contract, please provide the following information where applicable

a. The name of the contracting party; DeGray Systems Development LLC

b. The nature of the contract, including the end product or service; Upgrade the web-based system for Quarterly Financial Reporting.

c. The dollar amount of the contract, including amount budgeted and amount actually spent; The OANC budgeted \$50,000.00. The OANC spent \$21,680 in FY22. The OANC has budgeted \$25,000.00 in FY23 to complete the project.

d. The term of the contract; Phase 1 of the redesign project began in July 2022 and ended September 2022. Phase 2 of the redesign project began October 2022 and will end March 2023.

e. Whether the contract was competitively bid; The contract went through the OCP procurement process and was single-sourced because the contractor was enhancing their original work.

f. The name of the agency's contract monitor and the results of any monitoring activity; and Dawn Dickerson, Program Manager, OANC is monitoring the contract.

g. The funding source. 1010001

30. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

The current adjusted expendable budget for CBE compliance purposes is \$10,819.00: zero dollars have been spent with SBEs or CBEs and zero percent of the Agency's current adjusted expendable budget has been spent with SBEs or CBEs.

31. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

There are no pending lawsuits against the OANC.

32. Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 22 or FY 23, to date, and provide the parties' names, the amount of the settlement or judgment, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

There have been no settlements entered into by the OANC.

33. Please list the administrative complaints or grievances that the agency received in FY 22 and FY 23, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 22 or FY 23, to date.

The majority of complains or grievances that the OANC receives fall into the following areas:

- Complaints that a Commissioner does not live within the SMD where they serve. OANC has no authority to verify the residency status of Commissioners and outreach to the Board of Elections results in these complaints being referred back to the affected ANCs due to statutory language that identifies ANCs as the initiators for declaring vacancies upon their Commissions.
- Complaints against individual Commissioners from constituents requesting that the OANC discipline Commissioners due to their behavior: OANC responds to such input that the hiring and firing authority for elected officials is the voter during the election or the removal through a recall.
- Requests from Commissioners requesting the OANC act as their legal representative on matters: When in the purview of the OANC, this will be resolved when we hire our General Counsel who will collaborate with OAG, etc., for resolution.
- Complaints that OANC advice differs from other agency opinions (OAG, BEGA, etc.) and requesting new opinions to reconcile the two opinions: This has increased as Commissioners opinion shop rather than working through the OANC..
- FOIA requests: addressed below.

Many of the complaints OANC received from Commissioners regarding conflicts between Commissioners would benefit from a mediator, or dedicated ombudsman-like office. Mediation is outside the statutory mandate of the OANC and no staff are certified, licensed, or otherwise trained as mediators.

34. Please list and describe any spending pressures the agency experienced in FY 22 and any anticipated spending pressures for the remainder of FY 23. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 22, describe how it was resolved, and if the spending pressure is in FY 23, describe any proposed solutions

The primary spending pressures that the OANC experienced in both FY 22 and FY 23 are from the DSLBD. The DSLBD includes the entire OANC budget in its calculations for OANC funding for CBEs. Because the OANC budget includes funding for all ANCs, the OANC, without exception, reports the ANC funds as transfers in the DSLBD system. Whereupon, with exception, the Agency is flagged for failure to include this spending in the Agency’s actual budget subject to DSLBD restrictions. In fact, after pass-throughs and transfers to ANCs and other agencies for ANC services, the only funds for which the OANC may account for to the DSLBD are those spent for office supplies and equipment; and the OANC obtains same only from a DSLBD certified vendor.

For example, for FY 23, DSLBD has designated an SBE goal of \$10,819.00. Because the Office has a new Director, there is a possibility that funds, other than those of the DC Council, may be used to revamp and restructure the work environment, unlike any other fiscal year, the goal may be met.

However, in FY 22, DSLBD designated a spending goal of \$135,475.48; and the Office spent .54% of this amount. It was explained to DSLBD that monies accepted for pass-throughs and transfers should have included at least \$130,00.00 of the above amount: they were disallowed.

This matter has not been resolved. The OANC has repeatedly and continuously explained to staff that its budget is primarily a pass-through budget where monies are simply transferred from the OANC budget to the 46 Advisory Neighborhood Commissions (ANCs); and, more importantly, over whose budgets the OANC has no control. The DSLBD response has been that “each Agency believes that it should not be held to the DSLBD requirements.”

This is to report, however, that under the current OANC Executive Director, the OANC will formally and officially request an exemption from the DSLBD filing requirements.

35. Please provide the number of FOIA requests for FY 22, and FY 23, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Number of FOIA Requests for FY 22	31*
Number Granted	11
Number Partially Granted	0

Number Denied	11
Number Pending	1
Average Response Time	45 days
Estimated Number of FTEs Required to Process Requests	1
Estimated Number of Hours Spent Responding to These Requests	560
The Cost of Compliance	\$25,200.00
Number of FOIA Requests for FY 23	6
Number Granted	3
Number Partially Granted	0
Number Denied	1
Number Pending	2
Average Response Time	9 days
Estimated Number of FTEs Required to Process Requests	1
Estimated Number of Hours Spent Responding to These Requests	24
The Cost of Compliance	\$1,200.00

*In FY 22, 8 requests were withdrawn and 1 was pending [and carried over in FY 23].

36. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 22 and FY 23, to date.

ODCA conducts an annual review of the ANC Security Fund and also conducts annual reviews of the Quarterly Financial Reports. The purpose of the review is to ensure that ANCs are in compliance with Official DC Code § 1–309.13. As of this submission, we are unaware of any other ongoing investigations and will update the Committee should we receive an update from ODCA indicating otherwise.

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 22 and FY 23, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

The OANC has not participated in or filed any studies, research papers, reports or analyses during FY 21 or FY 22.

In preparing to provide ANCs and ANC Commissioners with a communication software, the OANC did an analysis of existing products on the market. The OANC looked at seven products and determined that GovDelivery, aside from the features it provided, is the first FedRamp-authorized digital engagement platform. Used by other District agencies and the Mayor's office, the OANC selected Granicus' GovDelivery for the communication platform for 356 ANC Commissioners and 46 ANCs (See attached spreadsheet).

38. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

The OANC regularly attends the monthly meetings of ACTOS (Advisory Committee to the OANC for Services). Staff members Gail Fast or Dawn Dickerson, or Executive Director Kent Boese attend depending on ACTOS meeting agenda. Ms. Fast brought to a meeting the OANCs' idea of a collaboration of the OANC and ACTOS on creating a Playbook designed for the six new ANCs. The Playbook, which covers everything from holding your first meeting to fiduciary responsibilities also includes resources such as sample agendas, bylaws, minutes, etc. The Playbook was introduced at the OANC's December 15, 2022, New Commission Training where the members of ACTOS were thanked for their help in creating a very valuable document.

AGENCY-SPECIFIC QUESTIONS

39. Please list all currently vacant Advisory Neighborhood Commissioner positions.

As of January 23, 2023, there are 24 vacant Advisory Neighborhood Commission positions as listed below:

Ward 1 (5)

- 1B06, 1C01, 1C09, 1E01, 1E05

Ward 2 (1)

- 2A05

Ward 4 (2)

- 4A06, 4A07

Ward 5 (3)

- 5A05, 5A07, 5B03

Ward 6 (3)

- 6D04, 6E07, 6E08

Ward 7 (5)

- 7D02, 7D10, 7E03, 7F04, 7F06

Ward 8 (5)

- 8B03, 8B07, 8D02, 8D04, 8E07

40. How many training sessions were provided by the Office to Advisory Neighborhood Commissioners in FY 22 and FY 23, to date? Please provide the subjects covered, dates, and attendance for each training offered. Please also note which trainings were provided virtually, and if those trainings are now available on demand.

During FY 22 and FY 23, the following training sessions were offered to Commissioners virtually. These sessions were recorded and are available on-demand via OANC's YouTube Channel and via links from the OANC Website.

- (February 17, 2022) FOIA Training for ANCs: 21 Commissioners attended the session. As of January 22, 2023, 70 Commissioners have watched the recording.
- (March 3, 2022) OAG Zoning 101 - Transforming Aspirations to Reality: 17 Commissioners attended the session. As of January 22, 2023, 43 Commissioners have watched the recording.
- (May 5, 2022) Managing Stress and Self Care Tips Training: 4 Commissioners attended the session. As of January 22, 2023, 4 Commissioners have watched the recording.
- (July 21, 2022) Ethics Training: 26 Commissioners attended the session. As of January 22, 2023, 11 Commissioners have watched the recording.
- (September 7, 2022) Zoning Case 22-25, Proposed Changes to ANC Procedural Rules: 16 Commissioners attended the session. As of January 22, 2023, 68 Commissioners have watched the recording.
- (September 29, 2022) Conflict Resolution Training: 6 Commissioners attended the session. As of January 22, 2023, 16 Commissioners have watched the recording.
- (August 20, 2022) Implicit Bias Training: 5 Commissioners attended the session. As of January 22, 2023, 6 Commissioners have watched the recording.
- (August 22, 2023) Training At-A-Glance – On-Demand (7) Part Series:
 - Part 1, Introduction: 90 Commissioners have watched the recording.
 - Part 2, Your Role As Commissioner: 60 Commissioners have watched the recording.
 - Part 3, Fiduciary Responsibilities of Commissioners: 58 Commissioners have watched the recording.
 - Part 4, Social and Ethical Issues for Commissioners: 52 Commissioners have watched the recording.
 - Part 5, The Role of the OANC: 72 Commissioners have watched the recording.

- Part 6, The Benefits of Being a Commissioner: 68 Commissioners have watched the recording.
- Part 7, Resource List: 69 Commissioners have watched the recording.
- (December 15, 2022) New Commission Orientation: 81 Commissioners & Commissioners-elect attended the session. As of January 22, 2023, 135 Commissioners have watched Part I of the orientation and 55 have watched Part II of the recording.
- (December 17, 2022) New Commissioner Orientation: 142 Commissioners & Commissioners-elect attended the session. As of January 22, 2023, 88 Commissioners have watched Part I of the orientation and 31 have watched Part II of the recording.
- (January 2022 – January 2023) ANC Treasurer training. 30 Commissioners attended the training in 2022. 32 Commissioners attended the training in 2023.
- (January 26, 2023) ODCA Security Fund Documents Review; 21 Commissioners attended the training. As of January 27, 2023, 5 have watched the recording.

Additionally, the following trainings are being offered in 1st Q 2023:

- (January 2023) ABRA Orientation
- (February 1, 2023) Learn About How to Access the Language Reimbursement Program
- (February 8, 2023) Ethics Training
- (February 15, 2023) FOIA for ANC Commissioners
- (February 22, 2023) How DDOT Works & TOPS Training
- (March 4, 2023) Zoning 101

Lastly, OANC launched an ANC newsletter, the *Charter 738 News* in 2022 and a *Quick Tips* series to provide technical assistance and step-by-step instructions in January 2023. To date we have published 6 newsletters and 3 *Quick Tips*. Topics include useful information that may otherwise be overlooked as well as technical instructions such as setting up your Outlook account, signature line and basic email instructions as well as tips on how to access and use DZOC's IZIS portal.

41. Please provide an update on the use of the budget allotment provided for ANC language translation and sign language interpretation in FY 22, and FY 23, to date. How much has been expended in each fiscal year and how many meetings have been translated for that expenditure?

In FY22 the Office of Advisory Neighborhood Commissions had a MOU with the Office of Disability Rights for Sign Language Interpretation Services. The amount spent is \$11,825.39. The unused balance is carried forward to FY23.

For FY23, as of January 25, 2023, there is no expenditure for sign language. However, the agency planned to use the budget allocated in upcoming fiscal months in FY23.

During FY 23 and FY 23, forty (40) ANC meetings were translated and three (3) OANC training sessions were translated.

42. Please provide an update on the use of the budget allotment provided for language access for ANCs in FY 22, and FY 23, to date. How much has been expended in each fiscal year? What is the process for Advisory Neighborhood Commissions to request language access assistance?

For FY22, no language access budget was used. Therefore, the balance carried forward to FY23. As of January 26, 2023, for FY23 there is no expenditure for language access. However, the agency planned to use the budget allocated in upcoming fiscal months in FY23.

Unlike the process established for sign language interpretation service through the MOU, the Advisory Neighborhood Commissions Omnibus Act of 2016, D.C. Code § 1-309.12(d)(3) mandates that OHR reimburses ANC officers for language services such as oral interpretation and/or written translation, as well as for Assistive Listening System (rental or purchase). The process involves the following steps:

Pre -Request steps:

ANCs who have not previously established a vendor account with the District Integrated Financial System (DIFS) need to do so. ANCs that had previously established their vendor account via the Procurement Center of Excellence (PCOE) will not have to create a DIFS account, unless they are changing any other information such as:

1. Updating your contact information including phone number and email address;
2. Changing your payment method from check to Automated Clearing House (ACH) by adding your bank account information and submitting a bank letter or a voided check.

Reimbursement Process steps:

1. ANCs must submit reimbursement requests to OHR and the Office of the Advisory Commission (OANC) using the “ANC Reimbursement Form”.
2. ANCs will submit the proposal quote from translation/interpretation/assistive listening system vendor, as well as the invoice, Reimbursement Request form to OHR. OHR will process for approval.
3. ANCs will receive reimbursed funds from DIFS via ACH or check, depending on the information that was provided to DIFS/PCOE.

43. How many Commission annual reports prepared pursuant to D.C. Code § 1-309.10(j)(1) have been received in FY 22 or FY 23, to date?

To date, OANC has received nine (9) annual reports from ANCs, or 22.5%. This is up from three (3) received in the last fiscal year, or 7.5%. During FY 22/FY23, OANC received reports from ANCs 1A, 1C, 1D, 3B, 3D, 3/4G, 4B, 4D, and 6E. No reports were received from Commissions in Wards 2, 5, 7, or 8.

44. How many Commissions submitted a budget for FY 22 and FY 23 pursuant to D.C. Code § 1-309.10(n)?

32 ANCs submitted budgets in FY22. 27 ANCs submitted budgets in FY23. The 6 new ANCs are not included in the FY23 totals. The OANC has given the 6 new Commissions until March 31, 2023, to approve a FY23 budget.

45. How many Advisory Neighborhood Commissioners have been reimbursed for qualifying travel or childcare expenses pursuant to D.C. Code § 1-309.13(l-1) in FY 22 and FY 23, to date? How much money has been reimbursed to Commissioners for qualifying travel or childcare expenses in FY 22 and FY 23, to date?

To date, no Commissioners have received reimbursement for qualifying travel or childcare expenses.

46. How many Advisory Neighborhood Commissions have obtained a debit card pursuant to D.C. Code § 1-309.13(b-1) in FY 22 and FY 23, to date? How much has been expended on Commission debit cards in FY 22 and FY 23, to date?

To date, no Commissions have obtained a debit card.

47. Please list any Advisory Neighborhood Commission allotments whose release was disallowed or reduced by the Office in FY 22 and FY 23, to date. For each, please provide the reason for the disallowance or reduction.

ANC 1C – (FY22) Disallowed \$7,465.49 for missing receipts from grant expenses issued with checks 3944 & 3951. Disallowed \$176.00 for payment of an impermissible transportation expense paid with check 3962. Disallowed \$4,000.00 for missing receipts from grant expenses issued with check 3971.

ANC 1C - (FY23) Disallowed \$1,000.00 for check 4006. The grantee made an impermissible payment to a vendor.

ANC 2C - (FY22) Disallowed \$39.98 for an ACH transaction.

ANC 3B - (FY22) Disallowed \$2,5000 for missing receipts from grant expenses issued with check 1325. Disallowed \$2,500 for missing receipts from grant expenses issued with check 1326.

ANC 4A - (FY22) Disallowed \$21,131.76 for failure to submit required QFR documents.

ANC 4D - (FY22) Disallowed \$199.60 for exceeding the mandated food allowance of \$100.00.

ANC 5C - (FY22) Disallowed \$5,363.49 for equipment purchases with check 1936. The ANC did not provide a list informing the OANC what equipment was issued and to whom the

equipment was issued. Withheld the Q4 FY22 allotment \$4,601.32 because the ANC had an error in the quarterly report. A revised report was not submitted before the end of the fiscal year.

ANC 5D - (FY22) Withheld the Q1 FY22 allotment of \$4,827.76. The ANC submitted over \$30k in receipts from a grant recipient that the OANC cannot verify. Withheld the Q3 FY22 allotment of \$4,827.76. The ANC submitted an ANC that contained an error; checks 302, 309, 312, 313, and 314 lacked supporting documentation. Withheld the Q3 FY22 allotment of \$4,827.76. The ANC submitted the quarterly report with an error. The ANC also reimbursed check 316 with no documentation.

ANC 5E - (FY22) Withheld \$26,175.96 in allotments. The ANC was not approved for the 2022 Security Fund.

ANC 7D - (FY22) Disallowed \$3,012.50 for failure to provide permissible supporting documents for checks 1220 - 1226. Withheld the Q4 FY22 allotment of \$4,606.30. The ANC was not approved for the 2022 Security Fund. Portions of the Q1, Q2, & Q3 allotments were issued before the OANC received notification from the Office of the District Auditor (ODCA) that the ANC was not approved.

ANC7D - (FY23) Withheld \$11,652.86 in allotments. The ANC was not approved for the 2022 Security Fund. These expenses covered April – September 2022.

ANC 8A - (FY22) Withheld \$19,439.20 in allotments. The ANC submitted the signed reports after the deadline.

ANC 8C - (FY23) Withheld \$3,000.00 in allotments. The ANC funded grants with checks 1914 & 1923. The grantees did not submit the required supporting documents.

ANC 8D - (FY22) Withheld \$19,788.76 in allotments. The ANC failed to submit permissible supporting documents for any of the four quarterly report periods.

48. Please provide a list of all ANCs that have had their checkbook or debit card withheld, or that have had their bank accounts frozen in FY 22, or FY 23, to date, and the reason for each action.

To date, no ANC has had their checkbook or debit card withheld, or their bank account frozen.

49. Please provide a report of all grant requests by Commissions that were rejected by the Office in FY 22 and FY 23, to date, and the basis for the rejection.

The OANC implemented a procedure in FY22 that reviewed grants prior to their presentation in a public meeting. This process significantly reduced grants being approved and funded by an ANC and then being disallowed by the OANC. To date, the OANC has not rejected any grants that were approved by an ANC. The OANC disallowed grant funds from an allotment when the grantee did not provide permissible supporting documents.

50. Please describe the status of any effort to fill existing vacancies within the Office.

We primarily conduct the special elections for ANC vacancies when more than one candidate qualifies for the open seat. The OANC monitors publication of vacancies in the DC Register, shares notices of vacancies with affected ANCs and announces ANC vacancies on Twitter for greater awareness. The OANC and the DC Board of Elections collaborate on filling vacancies. We have started to confirm documents from the DCBOE regarding vacancies.

51. Please provide an update on the use of the Advisory Neighborhood Commissions Technical Support and Assistance Fund. Please provide an accounting of how much money is currently in the fund, how much has been spent in FY 22 and FY 23, to date, and what it was spent on. Please describe any future plans for allocating the funding, including expansion of hybrid meeting and community engagement technology. How will the availability of the new services funded be communicated to Commissioners?

The OANC received 6 applications for funding. Following is a status of each application:

ANC 1B – (FY22) Requested funding under the Expert Assistance Fund for newsletter design. The ANC withdrew its application.

ANC 4D – (FY22) Requested funding under the Technical Assistance Fund to purchase hybrid meeting equipment. The OANC advised the ANC that the OANC would loan hybrid kits to ANCs. Regretfully, the OANC has not been able to get the hybrid kits ordered.

ANC 5D – (FY22) Requested funding under the Technical Assistance Fund. The application was incomplete and was rejected from consideration.

ANC 7E – (FY22) Requested funding under the Expert Assistance Fund. The OANC funded 7E's request for \$2,500.00 for accounting services. The ANC had not prepared and submitted Federal and District payroll taxes for its employee for 2019 – 2022. The consultant prepared the ANCs tax filings and assisted the ANC with negotiating fees and penalties with the Internal Revenue Service.

ANC 8A – (FY22) Requested funding under the Technical Assistance Fund to purchase Website Design services. Funding is being held until the ANC is current with its quarterly report filings.

ANC 8A - (FY23) Requested funding under the Technical Assistance Fund to purchase a workstation, computer, and printer for use by the community. Funding is being held until the ANC is current with its quarterly report filings.

52. For how many Commissions does the Office currently serve as FOIA Officer? What challenges have arisen in completing that work?

The Office offers the services of FOIA Officer to each Commissions. During the stated period, 11 Commissions have sought same; and, three (3) Commissions have had continuing issues for over a year with several requestors.

Challenges in completing the work include the occasional failure of Commissions to rally around the Chairpersons to fulfill a documents request of what are usually public records. Frequently, simply due to lack of time, Commissioners just fail to search their records.

Also, the search can be impossible in those situations when Commissioners, for ease of use, each opt to use their personal and private devices to maintain their public documents associated with the office of ANC. Because there is no requirement for Commissioners to use their DC government e-mails, it is difficult for OCTO to select the necessary data from these devices. Significantly, some Commissioners simply refuse to provide the device falsely citing that it is not government-issued and thus not subject to search.

53. Please provide an update on strategic planning for the Office, including and planning for Commissioner engagement on the future of the Office.

No progress was made regarding the OANC strategic plan during FY 21 and FY 22 as the office was waiting on the appointment of a permanent Executive Director, which occurred on November 1, 2022. The first quarter of FY23, as necessary, has been devoted to onboarding and training of newly elected Advisory Neighborhood Commissioners and supporting six (6) newly established Commissions.

OANC expects to begin working in earnest on strategic planning for the office in March 2023 with the goal of developing a draft plan by the end of the year. To ensure that a strategic plan of the OANC is inclusive and representative of the diverse representation and needs of every Advisory Neighborhood Commission, OANC will be establishing an Advisory Neighborhood Commission Advisory Board. Membership of the Board will be composed of current, or possibly former, ANC Commissioners from each Ward plus at-large Commissioners who will function as co-chairs. The OANC will oversee the selection of the Board members to ensure that the Board's composition is representative – as fully as possible – of DC's diverse communities and their diverse needs. The primary liaison between the OANC and the Advisory Board will be the Executive Director or their designee from within the OANC.

In addition to the strategic plan, OANC intends this Board to be a permanent advisory council to the OANC and establish task forces from its membership to update the ANC Handbook, review new technology and offer comment prior to ANC-wide implementation, and provide guidance on expanding ANC Website design and other expanded services.

54. Please provide an update and next steps for implementation of the Advisory Neighborhood Commissions Participation in Planning Amendment Act.

The Advisory Neighborhood Commissions Participation in Planning Amendment Act requires the Office of Advisory Neighborhood Commissions to provide counseling, advice, resources, and staff support to address zoning, development, and planned unit development negotiations. In order to meet the statutory requirement, OANC is currently working to address its space issues

and has drafted PDs to fill the vacant land use attorney positions. We expect both to be completed mid-year.

More broadly, as stated elsewhere, we have identified the need for a new OANC Website and have initiated conversations with OCTO to that end. A thoughtful Website replacement can include a portal providing archived access to relevant community agreements, MOUs, and other benefits agreements useful to ANCs as they enter in to negotiating with developers on new projects.

Lastly, OANC notes that the Act is also to ensure that Advisory Neighborhood Commissions are provided adequate notice and an opportunity to provide recommendations on comprehensive plans, including amendments to, or elements of, a comprehensive plan prior to the transmission of such plans to the Council for approval. In this vein, OANC will engage with the Office of Planning to ensure adequate notice and opportunity is provided to ANCs. Lastly, OANC will develop best practices for ANCs to consider when reviewing, supporting, and making recommendations to both the Office of Planning and the Council on amendments or updates to the Comprehensive Plan.

55. Please describe the Office's efforts, on its own or in coordination with the Office of the Chief Technology Officer, to improve its own website and the websites of the individual ANCs.

The OANC's IT Specialist, Ronald Gaither, was hired to provide technical support and services to system users within the OANC, Advisory Neighborhood Commissions (ANCs) and the ANC Commissioners. Mr. Gaither completed Drupal Training and is able to update most of the content on the OANCs website. Recent additions to the website include our Newsletters, the six (6) new ANCs, redesigning webpages to reflect redistricting, and updated contact information for all 346 ANC Commissioners. While Mr. Gaither can update some content on the OANC website without coordination with OCTO, the major redesign elements still require permission from OCTO. Mr. Gaither will also be the OANC point person when the OANC rolls out its new Communication software, Granicus. Once a PO is created by OCP, Mr. Gaither will begin training with Granicus, and can work with ANCs without a website to create one.

In January 2023, Executive Director Boese initiated dialogue with Lindsey V. Parker, Assistant City Administrator - Internal Services Cluster and OCTO Chief Technology Officer about the dire need to redesign the OANC website. A key element of the conversation included the possibility of linking anc.dc.gov with webpages for individual ANCs that do not currently have a website. The OANC is also investigating how to create an ANC Commissioner-only "intranet" where we can house documents that are for Commissioner eyes only.

56. Please provide an anticipated timeline for equipping the Office with an appropriate printer and copier.

A Sharp BP 50C65 Full-Color MFP is in the final phase of the procurement process. The OANC was required to bid the copier as Open Competition and as of January 23, 2023, 15 companies are bidding to provide the copier, a warranty and 1-year maintenance agreement.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF DISABILITY RIGHTS AND
THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS
FOR
SIGN LANGUAGE INTERPRETATION AND CART SERVICES
(INTRA-DISTRICT FUNDING)
FY 2022**

This Memorandum of Understanding (“MOU”) is made by and between the Office of Disability Rights (ODR) (“Seller”) and the Office of Advisory Neighborhood Commissions (OANC) (“Buyer”).

For and in consideration of the mutual promises contained herein, the Seller and Buyer agencies (hereafter the “Parties”) agree as follows:

I. BACKGROUND

- A. This MOU assesses the OANC for the costs of sign language interpretation and/or CART services provided through ODR, not to exceed the amount of \$60,000.00.
- B. The Office of the Chief Financial Officer, by and through the Agency Fiscal Officer of the Office of Disability Rights will collect one hundred percent (100%) of the assessments against the OANC for the costs of sign language interpretation and/or CART services as advances after the effective date of this MOU in order to obligate funds for the purchase order issued by ODR for the provision of sign language interpretation and/or CART services. If OANC requests sign language interpretation and/or CART services and the costs of those services exceed the amount of \$60,000.00, the request will not be processed unless an addendum to this MOU is added.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. ODR shall, upon the request of an ANC official or OANC staff, provide sign language interpretation and/or CART services (via a private contract vendor) for meetings, conferences, trainings, and other interactions with District residents and consumers who are deaf and hard-of-hearing.
- B. The following guidelines shall apply to the provision of sign language interpretation and/or CART services by ODR under this MOU:
 - 1. Interpreters and/or CART must be requested by the ANC official or OANC staff with at least five (5) business days’ notice.
 - 2. Interpreters and/or CART generally are not available on an emergency/short-notice basis. However, if a request for sign language interpretation and/or CART services is made by a constituent or employee with less than five (5) business days’ notice, ODR will make best efforts to work with the ANC official or OANC staff to fill the request.
 - 3. Interpreters and/or CART are only available for travel within the District.

4. If the ANC official or OANC staff cancels a request for an interpreter and/or CART with less than three (3) business days' notice, the OANC shall be responsible for the full cost charged by the contract vendor for the cancellation.
- C. ODR shall notify OANC staff when payments have reached \$30,000.00 and again when payments have reached \$45,000.00.
 - D. OANC agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Intra-District advance to ODR in the amount, not to exceed \$60,000.00, unless modified by any subsequent addendum. OANC shall submit its advance within ten (10) business days after the effective date of this MOU.
2. ODR and OANC may increase the relevant amount by the mutual agreement of ODR and OANC.
3. ODR shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODR for the services to be performed shall not exceed the amount of \$60,000.00, as may be modified pursuant to paragraph A.2 of this section.
5. ODR will relieve the advance and bill OANC through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
6. ODR shall return any excess advance to OANC by September 30, 2022

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2021, through September 30, 2022, unless terminated in writing by the Parties before the expiration.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k)

VI. RECORDS AND REPORTS

ODR shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of OANC and other officials as may be specified by the OANC.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For the Seller/ODR

Shelley Carr-Brown
Office of Disability Rights
441 4th Street NW, Suite 729N
Washington, DC 20001
Phone: 202-724-5055
Email: shelley.carrbrown@dc.gov

For the Buyer/Independent Agency

Schannette Grant, Interim Executive Director
Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW, Suite 11
Washington, DC 20004
Phone: 202-727-9945
Email: @dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

Buyer:



Date: APRIL 25, 2022

Schannette Grant, Interim Executive Director (OANC)

Seller:



Date: June 8, 2022

Mathew McCollough, Director (ODR)

□

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF DEAF, DEAFBLIND AND HARD OF HEARING AND
THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS
FOR
SIGN LANGUAGE INTERPRETATION AND CART SERVICES
(INTER-AGENCY FUNDING)
FY 2023**

This Memorandum of Understanding (“MOU”) is made by and between the Office of Deaf, DeafBlind and Hard of Hearing (ODDHH) (“Seller”) and the Office of Advisory Neighborhood Commissions (OANC) (“Buyer”).

For and in consideration of the mutual promises contained herein, the Seller and Buyer agencies (hereafter the “Parties”) agree as follows:

I. BACKGROUND

- A. This MOU assesses the OANC for the costs of sign language interpretation and/or CART services provided through ODDHH, not to exceed the amount of \$60,000.00.
- B. The Office of the Chief Financial Officer, by and through the Agency Fiscal Officer of will collect one hundred percent (100%) of the assessments against the OANC for the costs of sign language interpretation and/or CART services as advances after the effective date of this MOU in order to obligate funds for the purchase order issued by ODDHH for the provision of sign language interpretation and/or CART services. If OANC requests sign language interpretation and/or CART services and the costs of those services exceed the amount of \$60,000.00, the request will not be processed unless an addendum to this MOU is added.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. ODDHH shall, upon the request of an ANC official or OANC staff, provide sign language interpretation and/or CART services (via a private contract vendor) for meetings, conferences, trainings, and other interactions with District residents and consumers who are deaf and hard-of-hearing.
- B. The following guidelines shall apply to the provision of sign language interpretation and/or CART services by ODDHH under this MOU:
 - 1. Interpreters and/or CART must be requested by the ANC official or OANC staff with at least five (5) business days’ notice.
 - 2. Interpreters and/or CART generally are not available on an emergency/short-notice basis. However, if a request for sign language interpretation and/or

CART services is made by a constituent or employee with less than five (5) business days' notice, ODDHH will make best efforts to work with the ANC official or OANC staff to fill the request.

3. Interpreters and/or CART are only available for travel within the District.
 4. If the ANC official or OANC staff cancels a request for an interpreter and/or CART with less than three (3) business days' notice, the OANC shall be responsible for the full cost charged by the contract vendor for the cancelation.
- C. ODDHH shall notify OANC staff when payments have reached \$30,000.00 and again when payments have reached \$45,000.00.
- D. OANC agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Inter-agency advance to ODDHH in the amount, not to exceed \$60,000.00, unless modified by any subsequent addendum. OANC shall submit its advance within ten (10) business days after the effective date of this MOU.
2. ODDHH and OANC may increase the relevant amount by the mutual agreement of ODDHH and OANC.
3. ODDHH shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODDHH for the services to be performed shall not exceed the amount of \$60,000.00, as may be modified pursuant to paragraph A.2 of this section.
5. ODDHH will relieve the advance and bill OANC through the Intra-District process only for the actual costs of those goods and services provided pursuant to the terms of this MOU.
6. ODDHH shall return any excess advance to OANC by September 30, 2023

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU,

or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2022, through September 30, 2023, unless terminated in writing by the Parties before the expiration.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k)

VI. RECORDS AND REPORTS

ODDHH shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of OANC and other officials as may be specified by the OANC.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For the Seller/ODDHH

Kisha Gore
Office of Deaf, DeafBlind, Hard of Hearing
2000 14th Street, NW Suite 101
Washington, DC 20009
Phone: 202-316-7430
Email: Kisha Gore

For the Buyer/Independent Agency

Kent C. Boese, Executive Director
Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW, Suite 11
Washington, DC 20004
Phone: 202-727-9945
Email: @dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

Buyer:



Kent Boese, Director (OANC)

Date: 1/25/23

Seller:

Kari Cooke, Director (ODDHH)

Date: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD COMMISSIONS
AND
DISTRICT OF COLUMBIA DEPARTMENT OF SMALL AND LOCAL BUSINESS
DEVELOPMENT
FOR FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Advisory Neighborhood Commissions (“OANC” or “**Buyer Agency**”) and the District of Columbia Department of Small and Local Business Development (“**DSLBD**” or “**Seller Agency**”), collectively referred to herein as the “Parties” and individually as “Party.”

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

Buyer Agency has requested that Seller Agency provide Salesforce licenses for access to DSLBD’s District Enterprise System (“DES”). Such licenses are mandatory to access the DES. To this end, Seller Agency will procure one or more licenses, on behalf of the Buyer Agency, under the terms of this MOU so that the Buyer Agency may perform the budget, special exception, and expenditure review processes as well as update contract information and create waivers. Further, pursuant to D.C. Official Code §§ 2-218.46 and 2-218.51, Agencies are required to request a waiver for contracts in excess of \$250,000, if it is unable to allocate the required percentage of a contract to a Certified Business Enterprise (“CBE”).

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. The Seller Agency must provide the projected costs of the goods/services under this MOU. This detail shall be provided in the table in Section VI.A.
2. The Seller Agency works with the Buyer agency to complete the Interagency funding process using District Integrated Financial System (DIFS) on, or before, June 16, 2023

B. RESPONSIBILITIES OF BUYER AGENCY

1. The Buyer Agency agrees to the terms, projected costs, and the funds' availability as associated with this MOU.
2. The Buyer Agency begins the Interagency funding process using DIFS within ten (10) days of the execution of the MOU.
3. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU.
4. The Buyer Agency works with the Seller Agency to complete the Interagency funding process using DIFS on, or before, June 16, 2023.

V. DURATION OF MOU

The duration of this MOU shall begin on the execution date of this MOU by the Parties, and it shall expire on July 9, 2023, unless (1) terminated in writing by the Parties prior to expiration pursuant to Section VII of this MOU or (2) extended by the Parties in writing.

VI. FUNDING PROVISIONS

A. COST OF GOODS/ SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$320.00 for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU listed herein:

LICENSE	UNIT PRICE	QTY	TOTAL
Lightning Platform Starter Unlimited Edition/Gov Cloud Access/Encryption Access	\$147.78	2	\$295.56

The license (*i.e.*, Lightning Platform Starter Unlimited Edition) works in conjunction with "Gov Cloud Access" and "Encryption Access." The cost of these additional products is included with the aforementioned license cost.

B. PAYMENT

1. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods

and/or services under this MOU. The financial transaction shall be completed between the Buyer Agency and the Seller Agency on, or before June 16, 2023.

2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation, and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A.** Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B.** In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

OANC

Kent C. Boese

Name
Executive Director

Title
1350 Pennsylvania Ave, NW, Suite 11

Address
Washington, DC 20004

City State Zip Code
202-727-9945

Phone Number () XXX-XXXX
Kent.Boese@dc.gov

Email Address

DSLBD

Sirah Turner

Administrative Services Manager

441 4th Street, NW, Suite 850N

Washington, DC 20001

Phone: (202) 770-6283

Email: sirah.turner@dc.gov

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the individuals which are the contact points for each Party for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Directors of the Buyer Agency and the Seller Agency for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

Signatures to follow

IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

BUYER AGENCY - ADVISORY NEIGHBORHOOD COMMISSIONS



Name Kent C. Boese
Title Executive Director

1/24/2023

Date

SELLER AGENCY - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

Kristi C. Whitfield
Director

Date

Attachment for Question 37

Constant Contact	Mailchimp	Granicus/ GovDelivery	Campaigner	Sendinblue	GetResponse	SendGrid
<p>Website Builder (one price) \$10.00/month you get: Website and landing page creation with free hosting List-building tools Ecommerce store and transactional email with no product limits Social media marketing Live phone and chat support</p>	<p>Free Plan (\$0.00) w/2000 contacts with NTE 10,000 sends per month Included: Email Builder Marketing CRM Forms & Landing Pages Creative Assistant Website Builder & Mailchimp Domain</p>	<p>District license for govdelivery exists; enterprise pricing option Purposely built for government as it cannot sell its mailing lists Email management, newsletter design, and each ANC can pick its own topic/category list Urgent feature allows to send emails via phone (ie: meeting cancelled due to COVID) Ability for OANC to help with oversight; 3 levels of admin (topic admin, group admin, account admin) Has a SMS feature to push out text messages</p>	<p>Starter - \$59/mo up to 5000 contacts Includes: Experiments Drag & Drop Editor Full code editor 900+ Templates Geolocation Social Integration Landing Pages Facebook Audience Builder Suppression Lists Basic Segmentation Recurring Campaign CDN Media Hosting - 50 MB</p>	<p>Free (\$0.00) Email Campaigns Mobile-friendly email designer Email template library SMS marketing Email & SMS personalization Chat Unlimited contacts & details Advanced segmentation Customizable signup forms Sales CRM Shared inbox (1 shared box) Transactional email and SMS sending Core API features Advanced templating language Workflow editor Page tracking Marketing automation workflows (up to 2,000 contacts) Real-time reporting</p>	<p>Basic - Starts at \$15/mo for 1,000 contacts Tiered to \$450/mos for 100,000 contacts Includes: Email marketing Website builder NEW Autoresponders Unlimited landing pages Sales funnels (1 funnel) Unlimited lead funnels Facebook & Google Ads Chats NEW (Free through August 2021)</p>	<p>Free (\$0.00) 100 emails per day Includes: APIs, SMTP Relay, and Webhooks Delivery Optimization Tools Dynamic Template Editor Insightful Analytics Ticket Support No Access to Email Validation No Access to Dedicated IPs No Subuser Management</p>
<p>Email (tiered pricing) \$20/mos = 0-500 contacts \$45/mos = 500 - 2500 contacts \$65/mos = 2501 -5000 contacts \$95/mos = 5000 - 10,000 contacts Everything in Website Builder, plus: Email marketing Unlimited email templates and customizable template builder Automated email resend to non-openers Subject line A/B Testing Hundreds of integrations such as Shopify, WooCommerce, and more</p>	<p>Essential (tiered pricing) Starts at \$9.99 for 500 contacts Up to 2500 contacts = \$30.99/mos Up to 5000 - \$52.99/mos Up to 10000 = \$72.99/mos Everything in Free plus: Email Templates Multi-Step Journeys Custom Branding A/B Testing 24/7 Email & Chat Support</p>	<p>Create meeting minutes, webcast the meetings, indexing agendas Features: <ul style="list-style-type: none"> •Signup Box •Text-to-Subscribe •Website Overlay •Quick Subscribe Pages •Granicus Subscriber Network •Personalized Emails •Text Messaging •Social Posts •Branded Mobile Friendly Templates •Dynamic Segmentation •Scheduled Campaigns </p>	<p>Essential - \$179/mos up to 10000 contacts Includes Starter, plus: CDN Media Hosting - 1GB Remove Campaigner Branding Dynamic Content Custom Footer Exclusion Lists eCommerce Integrations Conversion Tracking Localization</p>	<p>Lite+ - \$25/mos up to 10,000 contacts Tiers to \$99/mos for 100,000 contacts Everything in Free, plus: No daily sending limit Email support Lite+ add-on: A/B testing, remove Sendinblue logo, advanced statistics</p>	<p>Plus – Starts at \$49/mos for 1000 contacts Tiered to \$499/mos for 100,000 contacts Everything in BASIC, plus: Marketing automation (5 workflows) Webinars (max 100 attendees) Contact scoring & tagging Sales funnels (5 funnels) Work together (3 users) Webinar funnels (5 funnels)</p>	<p>Essential 40K \$14.95/mo for up to 40,000 emails/mo Tiers to \$29.95/mos for 100,000 emails Includes: APIs, SMTP Relay, and Webhooks Delivery Optimization Tools Dynamic Template Editor Insightful Analytics Guaranteed Response Times on Ticket & Chat Support No Access to Email Validation No Access to Dedicated IPs No Subuser Management</p>
<p>Email Plus (tiered pricing) \$45/mos = 0-500 contacts \$70/mos = 500 - 2500 contacts \$90/mos = 2501 -5000 contacts \$125/mos = 5000 - 10,000 contacts Everything in Email, plus: Email marketing automation Surveys, polls, and coupons Dynamic content Customized pop-up forms New customer consultation</p>	<p>Premium (tiered pricing) Starts at \$14.99/mo for 500 contacts Up to 2500 contacts = \$51.99/mos Up to 5000 - \$79.99/mos Up to 10000 = \$105.99/mos Everything in Essentials, plus: Customer Journey Builder + Branching Points Send Time Optimization Behavioral Targeting Custom Templates Dynamic Content</p>	<p>Includes Starter and Essential, plus: CDN Media Hosting - 1GB Automation Workflows Sales Engineering Purchase Behavior API Access Static Segment Sampling</p>	<p>Advanced - \$649/mos up to 25000 contacts Includes Starter and Essential, plus: CDN Media Hosting - 1GB Automation Workflows Sales Engineering Purchase Behavior API Access Static Segment Sampling</p>	<p>Premium - \$65/mos for 20,000 contacts Tiers up to \$599/mo for 1M contacts Everything in Lite+, plus: Marketing Automation workflows (no limit) Facebook ads Landing pages Multi-user access Telephone Support Shared Inbox (3 included, up to 9 total) No daily sending limit</p>	<p>Professional – Starts at \$99/mos for 1000 contacts Tiered to \$580/mos for 100,000 contacts Everything in Plus, and: Unlimited marketing automation Web push notifications Paid webinars Webinars (max 300 attendees) Unlimited sales funnels Unlimited webinar funnels Work together (5 users) On-demand webinars</p>	<p>Pro 100k \$89.95 for 100,000 emails/mo Tiers up to \$749/mos for 1.5M emails/mo Includes: APIs, SMTP Relay, and Webhooks Delivery Optimization Tools Dynamic Templates + Testing Insightful Analytics Guaranteed Response Times on Ticket, Chat, & Phone Support 2,500 Email Validations Dedicated IP Included Subuser Management</p>

Charter 738 News*

**Did you know ANCs were created in Section 738 of the DC Charter?*

Newsletter of the Office of ANCs



Volume 2 / Issue 1 (2023)



Introducing Program Analyst, Gail Fast

Gail Fast joined the OANC in 2020 after having served on ANC 6D as both Secretary and Chair. During her past tenure on 6D, Gail was part of the negotiating team for both Phase I and Phase II of the Wharf. She also was instrumental in negotiating to build a 6,000 sq. ft. Community Center in Southwest. Prior to serving on the ANC, Gail was a member of the Advisory Committee, who in 2015, developed the award-winning Southwest Small Area Plan, a community-based strategy for urban design, land use and neighborhood preservation. The Plan's framework included enhancing parks, pedestrian,

and street connections; enhancing transportation choices; integrating community amenities; and accommodating and guiding the direction of future growth in the Southwest neighborhood.

A 30-year resident of Southwest DC, Gail was attracted to the "smallest quadrant that could" by its economic, cultural, and social diversity. Loving her previous time serving her community, Gail was recently sworn in again, in a newly redistricted SMD, where she has gained, at last count, 54 new residents who call the Southwest Duck Pond home.

Originally hailing from New York, Gail earned a B.A in English from the University of Maryland and a M.A. in Health Education from Trinity College. Gail is an avid Washington Capitals fan, Arena Stage theatre subscriber and can be seen morning, noon and night walking her beloved border collie Evie.



QFR Deadlines

ANCs are advised of the following dates to file their 2023 Quarterly Financial Reports:

Due February 15, 2023: Q1 (October, November, December 2022)

Due May 15, 2023: Q2 (January, February, March 2023)

Due August 15, 2023: Q3 (April, May, June 2023)

Due November 15, 2023: Q4 (July, August, September 2023)

How To Apply for a Tax-Exempt Certificate

The OANC is working with the Office of Tax and Revenue (OTR) to provide ANCs with a tax-exempt certificate.

ANCs may use the tax-exempt certificate to purchase goods in the District of Columbia without incurring tax.

To apply, ANCs should upload a completed copy of their Security Fund paperwork to the QFR Documents OneDrive. The OANC will use this paperwork to obtain a tax-exempt certificate from OTR.



Kathy's Korner

*Brought to you by Kathy S. Williams, Esq.
Special Assistant to the Executive Director of the
Office of Advisory Neighborhood Commissions*

Who Are You Going To Call?

There are many important and necessary District government legal entities, the rules and procedures thereof, to which each Advisory Neighborhood Commissions (ANC) and Commissioner must adhere.

Among the most prominent, the DC Board of Elections (BOE) governs membership and qualifications, the Office of Campaign Finance (OCF) governs campaign spending, the Board of Ethics and Government Accountability (BEGA) governs ethics, the Office of the DC Auditor (ODCA) governs ANC finances, the Office of the Attorney General (OAG) guides adherence to ANC law, and the Office of the Inspector General (OIG) investigates fraud. Sometimes it can be baffling to sort out which Agency or Office may accurately and concisely respond to a query or issue.



Occasionally, an ANC or Commissioner may seek an answer to a query by posing same to more than one agency or office. Not only is this method a waste of time on everyone's part, it serves to spawn miscommunication and distrust if varying opinions are dispensed. Sadly, nothing is accomplished.

The ANC Law at DC Official Code section 1-309.15(a) specifies that OANC is established "to provide technical, administrative and financial reporting." Subsection (b) states that the OANC is "headed by an Executive Director." Many of you now know that, almost three (3) months ago, the DC Council appointed Kent A. Boese as OANC Executive Director.

Of significance is that the ANC Law also states that Executive Director Boese is "the primary source of advice for Commissioners with respect to their official statutory duties." Section 1-309.15(b)(11). Whenever an ANC or Commissioner is faced with a concern, it is recommended that the OANC is the first resort. Executive Director Boese is open to discuss all matters, especially as they pertain to affected DC agencies, to assist with deciding as to the appropriate, if any, agency to call upon.

Remember that the OANC does not serve to dictate how to decide...but to furnish the tools to help you decide.

Did You Check Out the Liaison List?

As you each pursue your duties as a Commissioner, the ANC Law envisioned that you would be duly assisted by a list of agency officials and their designees for quick and detailed advice on issues that may arise. DC Official Code section 1-309.12(f)(1) requires that "[e]ach executive and independent agency, board, and commission of the District shall assign an individual to act as an Advisory Neighborhood Commission Liaison who shall serve as a designated contact for all Commissioners conducting official business with the government entity."

The ANC Law also requires the OANC to maintain this list. *Id.*, at (2). A copy of the 2023 ANC Liaison List (List) was distributed to you on January 11, 2023, by Executive Director Boese. It is updated regularly.

Please use the List! As you find any erroneous or misleading information, telephone me at 202/727-9945 or use kathy.williams@dc.gov to e-mail my attention to same.

OANC Winter Training Calendar

Wednesday
February 1

1:00 pm - 1:30 pm or
6:00 pm - 6:30 pm

Learn About the
Language Access
Reimbursement
Program

Saturday,
March 4

10:00 am - 12:00 pm

Zoning
101

Wednesday,
February 8

1:00 pm - 2:00 pm or
6:00 pm - 7:00 pm

BEGA Ethics
Training

Wednesday,
February 15

1:00 pm - 2:00 or
6:00 pm - 7:00 pm

FOIA for ANC
Commissioners

Wednesday,
February 22

3:30 - 5:00 pm

How DDOT
Works & Intro
to TOPS



OANC QUICK TIPS

Published by the Office of ANCs



Quick Tip No. 3 (2023)

Navigating the Interactive Zoning Information System (IZIS) For Zoning Case Records & Finding and Filing the Form 129/130

Advisory Neighborhood Commissions are automatic parties to Zoning Cases – from Special Exceptions & Zoning Variances to larger cases such as rezoning and Planned Unit Developments (PUDs). Whether the case is large or small, Commissions automatically receive notice as do neighbors who live within 200 feet of the subject property. This means that zoning issues are closely watched in your neighborhood and you need to know where to go to read up on the case before your Commission votes on the matter.

This quick reference will go over the following topics:

- Navigating the Interactive Zoning Information System (IZIS); and,
- Finding and Submitting Form 129/130 to maintain party status and ANC 'Great Weight.'

No. 1 – Overview

When you receive notice of either a Board of Zoning Adjustment (BZA) or Zoning Case (ZC), the notice will have a case number. Using the case number is the easiest and fastest way to locate a case in IZIS and find all relevant documents related to the case.¹

Case numbers are formatted in two different ways:

- BZA Cases are a series of five digits. For example: Application No. 20884 of [address].
- Zoning Cases are formatted as xx-xx. For example: Case No. 22-39 [additional description].

IZIS supports both formats for search.

No. 2 – Navigation IZIS

- 1) To look up cases in IZIS, start by going to the DC Office of Zoning Website, located at:
<https://dcoz.dc.gov>

¹ **NOTE:** While you can also look up a case by SMD jurisdiction, this method is clunky and a bit muddled in light of redistricting. Still, it is an option if you want to find an old case and you don't have a case number.

- 2) From the Office of Zoning Website, navigate to the IZIS portal by:
 - a. Going to the “Services” dropdown menu; and,
 - b. Clicking on the Interactive Zoning Information System hyperlink (see image below).

https://dcoz.dc.gov

The screenshot shows the DC Office of Zoning website. At the top right, there are links for [311 Online](#), [Agency Directory](#), [Online Services](#), and [Accessibility](#). The DC.gov logo is on the left. A search bar in the center contains the text "What are you looking for today?". Below the search bar is the heading "DC Office of Zoning" and a red-bordered box containing the link [Find a COVID Center Near You](#). A navigation menu includes [Home](#), [Services](#) (dropdown), [Zoning Commission](#) (dropdown), [Board of Zoning Adjustment](#) (dropdown), [Regulations](#) (dropdown), [Resources](#) (dropdown), [Search](#) (dropdown), and [About DCOZ](#) (dropdown). The "Services" dropdown menu is open, showing several options: [View Past Hearings/Meetings](#), [Interactive Zoning Information System](#) (highlighted with a red box), [Zoning Maps of the District of Columbia](#), [Zoning Handbook](#), and [Live Virtual Hearings/Meetings](#). To the left of the dropdown is a "Racial Equity" section with a "ZC Racial Equity Analysis Tool" link. To the right is a "Sign-up to Receive Email Notifications" box with a "1" badge and text: "FOR NEWLY FILED CASES" and "FOR NEWLY FILED DOCUMENTS". Below this box is a "Virtual Public Hearing Information" link.

- 3) Once you are on the IZIS page, scroll down to the [Review Case Records](#) section and click on the “Go to Case Records” button (see below).

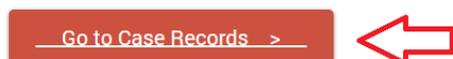
The Interactive Zoning Information System (IZIS) is a web-based system that allows online case filing, viewing, processing, and management of Zoning Commission (ZC) and Board of Zoning Adjustment (BZA) cases. All case types must now be filed using this system.

Review Case Records



Use the case search page to access case information, including case exhibits, orders, transcripts, etc.

A Username and Password are not required to use this system.



- 4) This opens up the [Zoning Case Search Tool](#) window. Type in your case number and click “Search.”
- 5) Executing the search will bring up a Zoning or BZA case. The information will include the case number, the type of case, the case name, a case summary, the ANC/SMD where the property is located, the application date, and most importantly a link to view the case records (see below).

Zoning Case Search Tool

Search for Zoning Cases by using the form below

20884	Search
-------	--------

Search Results

Show 10 entries

Search:

Case No.	ZC/BZA	Case Name	Case Summary	ANC/SMD	Application Date	View
20884	BZA	Euclid 1722, LLC	To construct upper floor, penthouse, and rear additions, and convert to a 22-unit apartment house, two existing three-story with basements, principal dwelling units in the RA-2 zone.	1C07	1/4/2023	

Showing 1 to 1 of 1 entries

Previous 1 Next

- 6) To view the records for a Zoning or BZA case, click on the hyperlinked “eye” symbol under the heading “View.”
- 7) Once you have clicked into the case, you have access to an overview of the data. The two areas you want to pay close attention to are:
 - a. **Case Information** in the upper left-hand side of the screen. **Most importantly, this tile includes the Future Hearing Date.** This date is when the case will be heard; and,
 - b. **Case Documents** half way down the screen on the right. This tile includes hyperlinks to all the documents filed in the case. You’ll want to review these documents periodically as it updates when new documents are filed.
- 8) To view ALL documents related to your case, click on the “View Full Log” button at the bottom of the Case Documents tile.
- 9) Congratulations. You have successfully navigated to the full case file for your zoning case.

No. 3– Finding and Submitting Forms 129/130

Once you have reviewed the records of a zoning case and the ANC has voted to support or oppose the case, the Commission needs to file its position in order to maintain standing and be granted “Great Weight.” The easiest way to do this is to fill out and submit either the Form 129 (BZA and Zoning cases) or Form 130 (Zoning set down cases).

To find the Form 129 or 130, follow these steps:

- 1) Navigate to the Interactive Zoning Information System page by following the steps above.
- 2) Scroll to the bottom of the page and look for the heading “User Guides and Helpful Tips.” Under this heading, click on the “Forms” hyperlink.
- 3) Clicking on the “Forms” hyperlink opens a new page with a number of available documents. ANCs will be concerned with two, the Form 129 - Advisory Neighborhood Commission Report and the Form 130 – Advisory Neighborhood Commission Setdown Form (see below).

The screenshot shows the top navigation bar of the DCOZ website with links for Home, Services, Zoning Commission, Board of Zoning Adjustment, Regulations, Resources, Search, and About DCOZ. Below the navigation bar, there is a 'Connect With Us' section with contact information for the Zoning Commission and Board of Zoning Adjustment. To the right, there is a text block explaining that application forms must be submitted electronically, but certain PDF forms can be submitted through IZIS or email. Below this text is a list of forms, with Form 129 and Form 130 highlighted by a red box. The forms listed are:

- Form 100 - Zoning Commission Applicant Signature Form - 167.0 KB (pdf)
- Form 110 - Zoning Commission Hearing Fee Calculator - 107.8 KB (pdf)
- Form 129 - Advisory Neighborhood Commission Report - 141.2 KB (pdf)
- Form 130 - Advisory Neighborhood Commission Setdown Form - 115.6 KB (pdf)
- Form 135 - Zoning Self-Certification - 116.0 KB (pdf)
- Form 140 - Party Status Request - 205.1 KB (pdf)
- Form 141 - Intervenor Request - 225.4 KB (pdf)
- Form 150 - Motion Form - 117.2 KB (pdf)
- Form 153 - Request to Accept an Untimely Filing or to Reopen the Record - 118.2 KB (pdf)
- Form 145 - Affidavit of Posting - 809.8 KB (pdf)
- Form 155 - Request for Reasonable Accommodation Form - 294.5 KB (pdf)
- Form 151 - Application for Minor Modification - 174.3 KB (pdf)
- Affidavit of Intent to Occupy Dwelling - 83.3 KB (pdf)

- 4) Click on the appropriate form and it will open up in a new window. The Form is PDF fillable, so remember to save a copy locally before you close the form. Keep in mind the following:
 - a) Fill in all the boxes, even if the response is brief. **The Office of Zoning needs the ANC responses and the information requested in this form to ensure that the ANC is afforded “Great Weight.”**
 - b) It is ok to attach documents to this form. If the ANC has a related resolution, report, or letter going into more detail than can fit on the form, it is okay to type in “See attached report” and append it to the Form.
- 5) Once you have completed the Form, it is time to submit the Form. The completed and signed Form can be submitted in the following ways:
 - a) By email to zcsubmissions@dc.gov for the ZC or bzsubmissions@dc.gov for the BZA;
 - b) In person or by U.S. mail addressed to 441 4th Street, NW, Suite 200-S, Washington, DC 20001; or,
 - c) Creating an account in IZIS and filing it electronically. To create an account, click on the “Go to File & Manage Cases” button at the bottom of the Forms list. A new page will pop up. Click the “Create an IZIS Account” hyperlink and follow the instructions to create an account for filing.



Addendum for Question 4: 3 of 3: ANC Playbook

ANC PLAYBOOK

A Checklist for New and
Existing
Advisory Neighborhood
Commissions

*Created in partnership by the Office of Advisory
Neighborhood Commissions (OANC) and
the Advisory Committee to OANC for Services (ACTOS)*



Table of Contents

Table of Contents	1
Introduction	2
To Do at the First Meeting	3
Mandatory (by statute).....	3
Highly Advisable, but not Mandatory	3
Meetings of the Commissioners-Elect	3
Determine Schedule for the Year’s Meetings.....	3
Organize the First Meeting	4
Making Meetings Accessible to All	6
Conduct at Meetings.....	6
Officers.....	7
Bylaws	8
Production of Meeting Documents	9
Agenda	9
Minutes	9
Transcript or Transcription	10
Resolutions/Recommendations.....	10
Money Management	10
Apply for an Employer Identification Number (EIN).....	12
Adoption of a Budget.....	12
Authorizing Expenditures and Writing Checks.....	12
Financial Reporting	13
Monthly & Quarterly Financial Reports.....	13
Recordkeeping	14
Grants.....	15
Administrative Support for the Operations of the Commission.....	16
Communications with Constituents.....	16
Help and Training	17



Introduction

This Playbook was created to help new Advisory Neighborhood Commissions (ANCs) get organized and functioning as soon as possible. It is also a resource tool for existing ANCs.

This document was produced as a joint effort by the volunteer members of the Advisory Committee to OANC for Services (ACTOS) and the Office of Advisory Neighborhood Commissions (OANC).

NOTE: Many functions of ANCs are governed by the Home Rule Act and District Law on ANCs, which includes some legal requirements for every ANC, and some choices that are left to each Commission to decide. For your convenience, this Playbook includes key language quotations and citations of the most relevant provisions of the law. The full text of the law can be found [HERE](#).



To Do at the First Meeting

The first meeting of a new ANC and how it is conducted will be crucial to getting the new Commission launched quickly and effectively. Some of the actions the ANC takes at the first meeting are required by law; others are just highly advisable. Many of these actions will need to be planned ahead of the meeting. More detailed suggestions on these items are provided at the linked pages in this document which are shown in brackets “[See _____]”

Mandatory (by statute)

- Adopt By-Laws (at least the minimally required provisions [See [Bylaws](#)])
- Elect Officers [See [Officers](#)]
- Vote to join the ANC Security Fund [See [Money](#)]
- Vote on an annual meeting calendar for the ANC’s regular monthly public meetings (include the following January) (“to the extent possible”) [See [Schedule](#)]
- Create a meeting agenda that includes an “open forum” to hear the views of constituents on problems or issues of concern [See [Meetings](#)]
- Vote to designate a bank for Commission’s bank account [See [Money](#)]
- Adopt a budget [see [Adoption of a Budget](#)]

Highly Advisable, but not Mandatory

- Additional means for contacting constituents [See [Constituents](#)]

Meetings of the Commissioners-Elect

The OANC will hold one or more training sessions for the newly elected Commissioners. Commissioners will be notified by the OANC when these sessions are scheduled.

Determine Schedule for the Year’s Meetings

- A schedule for the period of January 2023 through January 2024 must, “to the extent possible” be adopted officially at the first meeting of the Commission but can be



discussed informally before and amended in later meetings¹. Commissions must meet at least 9 times a year.²

- Canvass all Commissioners on time, day, and week of the month when they can meet. (Generally, meetings are held in the evenings starting at 6 PM or later.)
- Most ANCs do not meet on Fridays. Be mindful of meeting on Federal or religious holidays.
- Determine if Commissioners would like to have the same location/format for all the public meetings. Some Commissions vary the location of their meetings.

Organize the First Meeting

- Choose the date of the first meeting.
- Choose the location/format of first meeting (in-person, virtual, or hybrid).
 - You are encouraged to identify locations for your office and a host meeting space that are within the boundaries of the ANC.
 - Arrange for the use of the selected building, if needed.
 - The meeting location must be accessible to persons with disabilities.
 - ANC meetings can run long, so determine if the building has a hard stop time.
 - Determine how meetings that run over the allotted time will be handled.
 - Consider if the building is Internet accessible (desirable but not necessary). If meeting is to be virtual, determine how the software application will be paid for/obtained.

¹ To the extent possible, each Commission shall, at its first meeting of the calendar year, adopt a schedule of regular Commission meetings for the remainder of the calendar year. [1-309.11(b)(2)]

² 1-309.11(b)



- If the meeting is to be hybrid, arrange with OANC for any needed assistance/equipment.
- The statute requires that you use at least two (2) of four (4) methods³ of announcing the meeting.
- Decide who will be the “convener” of the first meeting before a Chair is elected. Once the chair is elected, the Chair will run the meeting.
- Identify issues being handled by current ANCs that will fall within the jurisdiction of the new Commission in January and are not likely to be completed during 2022. Arrange for briefings on these matters and the transfer of relevant materials and information. Notify relevant persons and agencies of the pending transfer of jurisdiction to the new Commission and be prepared to take these matters up in a timely fashion.
- Take steps to make sure the public is informed of the new ANC boundaries so that they can bring new matters to the attention of the correct ANC and Commissioner starting in January.

³ (c) Each Commission shall give notice of all meetings or convocations to each Commissioner, individuals with official business before the Commission, and residents of the Commission area no less than 7 days prior to the date of such meeting. Shorter notice may be given in the case of an emergency or for other good cause. Notice of regular and emergency meetings must include, but is not limited to, at least 2 of the following:

- (1) Posting written notices in at least 4 conspicuous places in each single-member district within the Commission area;
- (2) Publication in a city or community newspaper;
- (3) Transmitting or distributing notice to a list of residents and other stakeholders in the community; and
- (4) In any other manner approved by the Commission. [1-309.11(c)]



Making Meetings Accessible to All

The District of Columbia Government is required to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and must ensure that all events are accessible to those who wish to attend.

Resources: The Office of Disability Services (ODR) provides sign language interpreter services to ANCs. The Office of Human Rights (OHR) Language Access program provides ANCs with translation and interpretation services for residents who are limited or non-English proficient (LEP/NEP). Links to these services can be found at <https://anc.dc.gov/page/language-access-01>.

Conduct at Meetings

- To vote on any official business at a meeting there must be a quorum⁴
- ANC meetings (and committee meetings) must be open to the public and conducted in a manner that allows an audience to attend and participate.
- Each ANC is required to publish a “notice” of the date, time, and location of the meeting (a physical place and/or virtual link) to let the community know about the meeting at least 7 days ahead of time. (Exceptions are allowed in emergencies or “for other good causes articulated in the notice.”)
- The law also requires the ANC to publish a draft agenda for each public meeting at least 7 days in advance.
- Some form of transcript or recording of the meeting must be kept and made available to the public after the meeting.
- The only way that Commissioners can reach a decision on a position they want to adopt as a body is by taking a vote at a public meeting.

⁴ 1-309.11(b)(1A)



- The only time that a Commission can meet and make decisions privately is when they are discussing internal ANC legal or personnel matters.
- During each public meeting the ANCs are required by statute to allow time to hear the views of residents on problems or issues of concern and on proposed District government actions that affect the Commission area.⁵
- Defer to Robert’s Rules of Order to conduct the Commission’s meetings “where not otherwise provided.” [See [LINK](#) for a primer on Robert’s Rules of Order.]

Officers

- Each ANC must have at least a Chair, Vice-Chair, Secretary, and Treasurer.⁶ An individual ANC can establish other officers if needed. For a description of the roles and responsibilities of officers, see page 32 in the ANC Handbook. [[LINK](#)]
- The Chair and the Treasurer cannot be the same person.⁷
- Officers are elected annually, so responsibilities and officers can shift from year to year.
- If there is agreement among the Commissioners, officers can be voted on as a slate.
- Identify a neutral party [not a Commissioner] who will preside over the election of ANC officers at the first meeting and announce the votes.⁸

TIP: It may be helpful if Commissioners discuss before the election what role they would like to play and who has experience, if any, in carrying out the functions of each office.

⁵ 1-309.11(b)(3)

⁶ [1-309.11(e)(1)

⁷ 1-309.11(e)(1A)(D)

⁸ 1-309.11(e)(1)]



Bylaws

The OANC has developed a template for ANC bylaws for your use. [\[LINK\]](#) The template includes, among other things, the following:

- The ANC statute requires that each ANC have bylaws that contain at least the following provisions⁹:
 - The geographic boundaries of the Commission area;
 - A statement of Commission responsibilities;
 - Voting procedures;
 - The establishment of standing and special committees, including provisions for giving public notice of all committee meetings;
 - The manner of selection of chairpersons and other officers;
 - Presiding officers;
 - Procedures for prompt review and action on committee recommendations;
 - The use of the Commission office and supplies;
 - Procedures for receipt of, and action upon constituent recommendations at both the single-member district and Commission levels; and
 - Pursuant to [§ 1-309.13\(c\)](#), the procedures for the filling of a vacancy in the office of treasurer.
- Bylaw provisions are binding on the ANC and future ANC's decisions can be challenged if they deviate from these bylaw provisions. Therefore, it is important for the ANC to be careful about how much is included in the bylaws and how detailed and proscriptive the provisions are.
- New ANCs may want to adopt the statutorily required provisions of their bylaws at their first meeting and then add other provisions to them at later meetings.
- A copy of any adopted bylaws (or amendments to them) must be provided to the District Council and the OANC.¹⁰

TIP: Some ANCs adopt supplemental “operational procedures” or “standing rules” that spell out some the details of how the ANC intends to operate, but which can be changed at any time, are not binding, and cannot be used to challenge the legitimacy of ANC action. An example can be found [HERE](#).

⁹ 1-309-11(d)

¹⁰ 1-309.11(d)(3)



[Table of Contents](#)

Production of Meeting Documents

Following each meeting, the Secretary is responsible for sending the meeting agenda, the minutes, and any written recommendations for other government entities to the OANC.

The following meeting documents are detailed below:

Agenda

A proposed meeting agenda must be published seven (7) days before each ANC public meeting. The agenda can be modified at the beginning of a meeting. The final agenda must be formally adopted by a vote of the Commission before the meeting can proceed.¹¹

Samples of agendas can be found [HERE](#).

Minutes

- Minutes must be prepared after the meeting to reflect, at a minimum, the date, time, and place, which Commissioners participated, whether a quorum was present, what the ANC voted to approve, who made the motion, whether there was a second, and what the vote was (not by name but the count of Commissioners voting for or against, abstain, or recuse).
- A template for minutes can be found [HERE](#).
- Draft minutes must be prepared and adopted as final at the following Commission monthly public meeting.
- Minutes must be posted and available to the public.

¹¹ 1-309.11(c-1)



Transcript or Transcription

In accordance with the Home Rule Act (section 742 b), each ANC is required to keep either a verbatim transcript or a full recording (audio, audio/video, or Zoom recording with or without a transcript) of each ANC public meeting and this record must be provided to anyone who requests it.

Resolutions/Recommendations

- An ANC's advice or recommendations to District agencies or the Council are adopted by the Commission by vote at a public meeting. That is the only way an ANC can take an official position.
- ANC recommendations can take any form unless a District agency directs otherwise, but normally ANC recommendations take the form of either a letter or a series of bullet items in a more traditional form of resolution (for example, with "whereas" and "therefore" statements).
- A template for a resolutions using a series of "bullet items" or "whereas" statements can be found [HERE](#).
- Resolutions/Recommendations must be adopted by a majority of the Commissioners who vote. This does not include Commissioners who abstain or recuse themselves. In the event of a tie, the resolution does not pass.¹²
- Recommendations to District agencies must include an affirmative statement that the meeting was publicly announced, and there was a quorum of Commissioners present. An actual vote tally must be included.

TIP: Commissioners are encouraged to use the OANC Liaison List for contacts and email addresses to key agencies.

¹² 1-309.11(b)(1)



Money Management

Enabling the new ANC to receive and spend money requires several steps that demand careful attention to detail. If mistakes are made, the ability of the ANC to spend money could be delayed several months.

- An ANC is not allowed to spend money until the elected officers open a bank account; votes to approve participation in the ANC Security Fund (or secure bonds to protect against misuse of the funds); and has all the paperwork approved by the DC Auditor. The ANC should allow for this entire process to take 60 days or more.
- The necessary steps include:
 - Decisions at the first meeting in January, to:
 - Approve participation in the ANC Security Fund at a cost of \$50 (or obtain bonds) and authorize the writing of a check for this amount. A copy of the Security Fund Agreement and required documents needed for completion can be found [HERE](#).
 - Designate which officers, if any, besides the Chair and the Treasurer, will be authorized to sign checks (e.g., in the absence of one of these two officers). Each check written must have the signature of either the Chair or the Treasurer.
 - Submission of a multi-page form to the DC Auditor together with a copy of the signature card from the bank that includes the signatures of all officers authorized to sign checks. This must be done very carefully because even seemingly minor mistakes can hold up an ANC's authorization to write its initial checks for additional weeks or months. This form must be re-submitted each time the authorized signatures on the check's changes (e.g., when the officers change).
- ANCs may choose any commercial and FDIC insured bank which must be voted on at a public meeting. Bring Security Fund paperwork to the bank to sign and the ACH Vendor Payment Enrollment Form found [HERE](#).

TIP: The ANC may contact the Office of the District of Columbia Auditor (ODCA) to ensure that these forms are filled out correctly. Additional information will be provided at New Commission Orientation.



Apply for an Employer Identification Number (EIN)

- Since ANC bank accounts are the property of the Government of the District of Columbia, ANCs are authorized, and should use, DC's EIN, 56-6001131. Some Commissions may need to provide a separate EIN for other purposes outside of banking (ie: hiring an employee). The link to apply for an EIN online can be found at, <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Adoption of a Budget

- ANCs must adopt a budget for the fiscal year ending September 30, 2023, within 60 days of receiving notification of the amount of the Commission's annual allotment. Prior to approval, the budget must be presented at a public meeting where residents can comment.¹³
- A template for an ANC budget can be found [HERE](#).
- OANC can provide information on the amount of the annual allotment for FY 2023 specific to your ANC.

Authorizing Expenditures and Writing Checks

- Each expenditure must be approved by a vote of the ANC at a public meeting unless the specific use and amount has been approved in the annual budget approved by the ANC.
- Commissioners can pay for items with their personal credit card and then be reimbursed by the Commission at a following meeting if the Commission finds the expenditure was legal and desirable. Such approval must be given within 90 days¹⁴.
- Beginning January 2023, ANC's will have the option to obtain debit cards for the purpose of conducting business on behalf of the ANC.

¹³ 1-309.10(n)

¹⁴ 1-309.13(l)(1)



- It is best to get prior approval from the full Commission before such an expenditure is made to make sure one will, in fact, receive reimbursement.
- The cost of childcare, transportation, ANC Commissioner phones, and certain other expenses that enable a Commissioner to fulfill his/her duties are reimbursable. However, the Commissioners may want to consult with OANC before making these expenditures because certain restrictions apply under the statute¹⁵.
- Every check issued by an ANC must have a notation of the purpose of the expenditure.
- No expenditure may be made or check written if the Commission does not have a current Treasurer.¹⁶

Financial Reporting

New Commissions were authorized to receive startup funding from their annual allotments to cover operations from January 2023 through March 2023. By May, all ANCs will be required to provide the OANC with a Quarterly Financial Report (QFR).

Monthly & Quarterly Financial Reports

- It is each Commissioner's responsibility to review all expenditures of the Commission by reviewing monthly Treasurer's reports and approving the QFR.
 - All expenditures of the Commission must be authorized by the annual budget and/or approved in a public meeting.
 - All expenditures must be accompanied by an invoice or a receipt.
 - Commissions are not allowed to spend funds unless they are approved in the annual budget OR approved in a public meeting.

¹⁵ 1-309.13 (l)(1)

¹⁶ [1-309.13(c)]



[Table of Contents](#)

- A monthly Treasurer’s Financial Report must be available at each regular public Commission meeting; no vote is required. A typical report would contain a list of opening and closing balances in the bank account and any incoming or outgoing funds and, ideally, any checks written and their purpose.
- A Quarterly Financial Report [QFR] must be prepared and voted on at end of each quarter and then submitted electronically to OANC. A template can be found [[HERE](#)]
 - By law, ANC Quarterly Financial Reports are required to be submitted on a tight schedule, no later than the 15th day of the second month after the quarter closes. Late reports can incur a serious financial penalty under the statute. Depending on when the Commission meets during a month, this deadline can require the completion of the report and a vote by the full Commission in the first month after the close of the quarter (e.g., by the end of April for the 2nd Quarter that ends March 31st).
 - Special attention should be paid to the 3rd Quarter report (Quarter ends June 30th) if the Commission does not plan to meet in August. In that case, the QFR must be voted on in July. Otherwise, the ANC will need to meet in August to approve this QFR.

Recordkeeping

- ANCs must keep copies of the following:
 - agendas,
 - minutes,
 - resolutions,
 - approved budget, and
 - quarterly financial reports.
- The Treasurer must keep legible financial records.
- These records must be uploaded to the ANC’s website and be made available to the public, upon request.
- Commissions have access to the OneDrive to maintain and archive records.



- Agendas, minutes, recommendations to government agencies, budgets, by-laws, and quarterly financial reports are required by law to be sent to OANC.

Grants

- Each ANC is free to decide whether to give grants to community organizations. Recipients do not need to be a 501(c)(3) organization, but grants cannot be made to individuals. The checks must be written to the organization, not to an officer or individual associated with the organization.
 - The grant must serve a public purpose.¹⁷
 - The grant must benefit the Commission area as a whole, not a specific individual or individuals.¹⁸
 - The services provided by the grantee organization must not be duplicative of any that are already performed by the District government. However, there are exceptions to this rule during emergencies.¹⁹
- If the ANC wants to consider grants, it should adopt grant guidelines by vote at a public meeting. OANC has produced a helpful grant application and guidelines. [\[HERE\]](#)
- Care should be taken to understand the restrictions on what grants can be given. Until the ANC is familiar with how these restrictions apply in practice, the ANC may want to submit any grant proposals it is considering to OANC for review before the ANC takes a vote to award the grant. If a grant is later disapproved by OANC after it is awarded, it may be impossible for the ANC to get the money back, and OANC will penalize the Commission the amount of the grant (i.e., if OANC disapproves a grant of \$1000, after the grant has been awarded, this could cost the Commission a total of \$2000 because the ANC would have spent the \$1000 and then would have another \$1000 withheld from its next quarterly allotment as a penalty for issuing an unapproved grant.

¹⁷ Expenditures may be in the form of grants by the Commission for public purposes within the Commission area pursuant to subsection (m) of this section. A public purpose shall be a purpose that benefits the community as a whole and is not done for the primary purpose of benefitting a private entity. [1-309-13(l)(1)]

¹⁸ A Commission may approve grants only to organizations that are public in nature and benefit persons who reside or work within the Commission area. [1-309.13(m)(1)]

¹⁹ 1-309.13(m)(1)



TIP: A new ANC may want to delay giving any grants until it has a clear view of its yearly income and expenditures, so that it is assured of having enough money to fund its own operations during the entire year. If allocations are held up because of questions about expenditures, an ANC could find itself short of funds to operate, unless it has built up a reserve fund.

Administrative Support for the Operations of the Commission

- Many ANCs use some of their funds to pay for part-time administrative support for the operations of the Commission instead of depending entirely upon individual Commissioners to administer the Commission’s business.
- If administrative support is desired, then the ANC will need to include the expenditure in its budget, then vote to approve the employment or contractual agreement.
- OANC has produced a template for hiring an administrative assistant as an employee that is available [HERE](#). Copies of contracts for administrative assistance can be obtained from one or more of the current ANCs.
- The OANC recommends that ANCs hire administrative personnel as employees. However, if an ANC chooses to hire personnel as Independent Contractors, they are responsible for compliance with the requirements of the Internal Revenue Service.

Communications with Constituents

One of the most difficult tasks for many Commissions is developing means to communicate with its constituents and the community. Among the approaches that other Commissions have taken to reach constituents are:

- Identifying a listserv in the community that many of their constituents use;
- Identifying social media used by large numbers of their constituents;
- Compiling a list of email addresses from individual constituents (residents and businesses);
- Publishing newsletters;
- Establishing and maintaining an ANC website; and



[Table of Contents](#)

- Obtaining a list of constituents from the Board of Elections.

Help and Training

- By law, each ANC Commissioner is required to take certain types of training every year related to ethics and transparency.
- OANC also offers orientation to each new Commissioner, and specific training for the ANC Chair and Treasurer.
- A new Commission and its Commissioners may also need training and help in:
 - Administrative matters related to the running of the Commission, and
 - Substantive matters related to the items that come up for action by the Commission.
- OANC has made available several training modules online for Commissioners and is developing additional training on key topics. [\[LINK\]](#)